

**CALIFORNIA DEPARTMENT OF TRANSPORTATION (Caltrans)
DUTY STATEMENT**

CLASSIFICATION TITLE Systems Software Specialist II (Supervisory)	DISTRICT/DIVISION/OFFICE D20 – Information Technology/Security and Network Services Division/Information Security & Technology Recovery	
WORKING TITLE Assistant Information Security Officer	POSITION NUMBER 900-170-1558-924	EFFECTIVE July 2014

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. The Department of Transportation is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT: Under general supervision of the Chief Information Security Officer, a CEA, in the Office of Information Security and Technology Recovery, the incumbent will act as the supervisor for implementing and enforcing Department and State of California's Information Security Policy and directives. As the Assistant Information Security Officer (Assistant ISO), the incumbent will conduct comprehensive technical analysis on the most complex computer systems in response or recovery of the Department's security requests. As the Asst. ISO the incumbent will serve as a security project manager or security subject matter expert for Department projects, as well as implement complex enterprise security projects. As the Assistant ISO, will provide technical strategies to implement enterprise-wide Technology Recovery solutions, provide support for conducting forensic captures on Department systems; perform on-going complex assessments on the Department's enterprise infrastructure, applications, and systems to ensure compliance with the Department's policies and standards; and supervise Information Security Office staff.

TYPICAL DUTIES:

Percentage Job Description

Essential (E) / Marginal (M)

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| 40% (E) | As the Department's Assistant ISO, the incumbent will lead the development of the Department's Information Security Policies and serve as the Department's Information Security representative for statewide information security issues, incidents, and investigations involving external parties such as the Governor's Office, the Agency Secretary, the California Information Security Office, and law enforcement agencies. Incumbent will lead the development of the Department's Information Security, Technology Recovery, and Cyber Incident Response Plans. Incumbent will lead the processes for reporting, logging and coordinating response to incidents affecting the security of Department resources and participate in the Department Cyber Incident Response Team. |
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- 35% (E) The incumbent will serve as the lead project manager and subject matter expert for Department-wide projects initiated through the IT Project Management Office or requests received from the Department Programs. Incumbent will review and recommend security controls for Feasibility Study Reports, Request for Offers, and Requests for Proposals to ensure adherence to State of California Government Code and policies. The incumbent will lead or advise on the implementation of complex enterprise security software and hardware project. The incumbent will lead the preparation and presentation of reports on the security, integrity, and availability of information systems. Incumbent will use tools and apply risk methodologies to analyze data and determine risk at technical and business levels.
- 10% (E) Incumbent will supervise the Information Security and Technology Recovery Office. Provide expert technical guidance, direction and supervision to IT professionals for the continued secure operations of the Department's very large and complex Network Infrastructure.
- 10% (E) Incumbent will conduct comprehensive technical analysis on the most complex computer systems protecting the Department's information assets including assessments on the Department's infrastructure, applications, and systems to ensure compliance with the Department's policies and standards. Incumbent will provide technical analysis and support for the digital forensic captures.
- 5% (M) Incumbent will work with staff to identify appropriate training classes and attend training courses to gain or retain information security skill-sets. Incumbent may attend quarterly Information Security Officer and other industry specific meetings on the CISO's behalf.

SUPERVISION RECEIVED

Reports to the Chief Information Security Officer and receives guidance on information security policy and Department information security goals. Receives direct task assignments related to operation of the office and priorities for pending assignment and activities for the Information Security Office staff and receives time and workload authorizations.

SUPERVISION EXERCISED OVER OTHERS

Incumbent will supervise Senior Information Systems Analysts (Specialist), Systems Software Specialist II (Technical) and Staff Information Systems Analysts (Specialist).

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Required Knowledge, Skills, Abilities:

- Familiar with the Government Code, Penal Code and State Administrative Manual sections regarding Information Security and Security Incident Response for California state agencies.
- Ability to supervise staff in achieving division goals.
- Knowledge of principles and practices of the Project Management and the ability to apply technical strategies or solutions.

- The ability to participate in and perform systems analysis, cost/benefit analysis and risk analysis. The incumbent must be able to perform policy analysis related to the Department's information security needs.
- Knowledge of the Departments various programs.
- Technical knowledge of the operation and functioning of computers, computer networks and telecommunications links to/from computers.
- Ability to work independently and produce well documented results.
- Ability to communicate with technical and non-technical staff in both verbal and written form.
- Effectively manage changing priorities and able to handle concurrent assignments.
- Ability to show initiative and to work both independently and in a team environment.
- Develop and maintain effective working relationships with business customers, technical staff and co-workers.
- Knowledge of project development and implementation processes.
- Spelling, grammar, punctuation and Modern English usage; math and algebraic applications for use in development of cost/benefit analyses and performance measurement.

Desirable Experience/Qualifications:

- Technical knowledge of computer operating systems.
- Certified Information Systems Security Professional (CISSP) or equivalent security certification.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Incumbent will make recommendations concerning the security, integrity and availability of Department information and information systems. The effect of those recommendations will impact the efficient and effective operation and performance of the Division which could result in exposure of confidential or restricted information, compromise of electronic systems by viral infections and/or loss of information assets. Recommendations will influence Department information security policy.

PUBLIC AND INTERNAL CONTACTS

The incumbent will routinely be in contact with members of the IT Division, Department staff, and Department Executive Officers.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent must be able to communicate orally and in writing to all levels of Department staff. Incumbent must be physically able to travel throughout the State by any mode of transportation (e.g. aircraft, train, bus, taxi, rental car, etc.). Incumbent must be dependable, organized and punctual and have a capacity for professional development.

WORK ENVIRONMENT

All Division employees are required to ascribe to and sign a special security agreement and confidentiality statement.

I certify that I can perform the duties listed above with/without reasonable accommodation.¹

EMPLOYEE _____ DATE _____

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR _____ DATE _____

¹If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.